

SECRET

DD/S 58-4475

12 November 1958

MEMORANDUM FOR: DD/S Training Officer

SUBJECT : Senior Administrative Officer Conference,  
27, 28 and 29 October 1958

1. My personal reaction to the Conference is that it was by far the best, most effective training effort that I have been exposed to in my career in the Agency.

2. The seminar or group discussion type of presentation is, I believe, the ideal way to operate this type of exercise. The subjects covered were, generally speaking, quite broad and therefore subject to individual application of policies, procedures, etc., thus through a frank discussion of the various acceptable procedures etc., is one best able to determine the most effective as it relates to his own endeavor.

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3. One of the highlights of the conference, in my opinion, was Mr. [REDACTED] discussion of "What the Area Division or Station Chief expects from his Chief of Support." I, for one, would like to see more of this type discussions in future conferences. In this connection I would heartily endorse the proposal made at the conference that Division Chiefs and other senior Agency officials be invited to attend future conferences. I feel certain that not only would we gain from their participation, they would learn of our problems and come out of it with a much better understanding of Support functions and responsibilities.

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4. I feel quite strongly that we should have two such conferences each year.

[REDACTED]

/Chief, IO Support /

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